

Citizen Access Review Comments

1. Open your web browser and navigate to
<https://mytest.lincoln.ne.gov/CitizenAccess/Login.aspx>
2. Enter the email address and password you used when you registered for your account. If you have not registered previously, click the Register Now button.

Accela Citizen Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Accela Citizen Access

https://mytest.lincoln.ne.gov/CitizenAccessDev/Login.aspx?RedirectURL=%2fCitizenAccessDev%2fCap%2fCapApplyDisclaimer.aspx%3fmodule%3dBuilding%26TabName%3d...

Most Visited Building Test Site Latest Headlines City News Releases

Register for an Account | Login

Search...

Home Building Health Planning Public Works

Notice:
This feature requires registration and/or login, please login to continue.

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login
User Name or E-mail:

Password:

[Login »](#)
☐ Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- Once you are logged into Accela Citizen Access, click the **Search Applications** link under the Building section.

Accela Citizen Access - Windows Internet Explorer

https://mytest.lincoln.ne.gov/CitizenAccessDev/Welcome.aspx?TabName=Home&TabList=Home%7C0%7CBuilding%7C1%7CHealth%7C2%7CP

File Edit View Favorites Tools Help

★ Favorites ★ Suggested Sites Web Slice Gallery

Accela Citizen Access

Account Management | Logout

Collections (0) |

Logged in as: Online User |

Search...

Home Building Health Planning Public Works

Welcome Online User
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Planning Search Applications
Public Works Create an Application Search Applications	Building Search Applications Obtain a Fee Estimate Create an Application Schedule an Inspection
Health Search Applications	

4. To find the comments for a specific permit, enter the permit number and click the **Search** button to see all permit results associated with that permit number. Alternatively, if you don't have the permit number, you can search by the property address or contractor license number.

Accela Citizen Access - Windows Internet Explorer

https://mytest.lincoln.ne.gov/CitizenAccessDev/Cap/CapHome.aspx?module=Building&TabName=Building

File Edit View Favorites Tools Help

Favorites Suggested Sites Web Slice Gallery


Accela Citizen Access

Home Building Health Planning Public Works

[Search Applications](#) | [Obtain a Fee Estimate](#) | [Create an Application](#) | [Schedule an Inspection](#)

Records

Showing 0-0 of 0

Show on Map 

Date	Record Number	Record Type	Project Name	Address	Status	Action
No records found.						

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search General Search



☐ Search my records only

☐ Search All Records

Record Number:

Record Type: --Select--

Project Name:

Start Date:  End Date: 

09/18/2002 09/18/2012

License Type: --Select-- State License Number:

First: Last: Name of Business:

Business License #:

- The results will appear at the bottom of the screen. Locate the permit number from the search results and click the permit link.

1 Record results matching your search results

Click any of the results below to view more details.

Show on Map 

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	09/07/2012	B1202460	City - Commercial Building		555 S 10TH ST	Approved	

- General information such as location, fees, and other information will be displayed with the permit. Click on the ▶ next to **Processing Status** to see a list of completed reviews.

▼ Processing Status	
✓ ▶	Application Intake
✓ ▶	Plan Route
	Impact Fee Review
	Curb Cut Review
	Historical Review
	Day Care Review
	Food Review
	Pool Review
	Smoking Rooms Review
	NDEQ Review
	Design Standard Review
	NRD Review
	Screening Review
	Sidewalk Review
	Structural Review
	Utilities Review
	Floodplain Review
	Mechanical Review
	Plumbing Review
	Fire Prevention Review
	Parking/Campus Lighting Review
	Special Use Permit Review
⌚ ▶	Engineering Review
✓ ▶	Building Review
⌚	Electrical Review
	Permit Issuance
	Inspection
	Certificate of Occupancy
	Closed

7. Click on the ▶ next to the section review to see the status. You can also click on the 📄 to see the actual review comments. The ✅ indicates that the review is complete and approved. An ⌚ indicates that it was either denied or is currently in process. Check back at a later time to see if the status has changed.

Special Use Permit Review

⌚ ▶ Engineering Review

✅ ▼ Building Review

Due on 09/27/2012, assigned to TBD

📄 Marked as **Approved** on 09/27/2012 by RC

Comment: Approved with Field Inspections

⌚ Electrical Review

8. Once complete, you can check the status of another permit or log out of Citizen Access.